

# Entering an Application into Webgrants

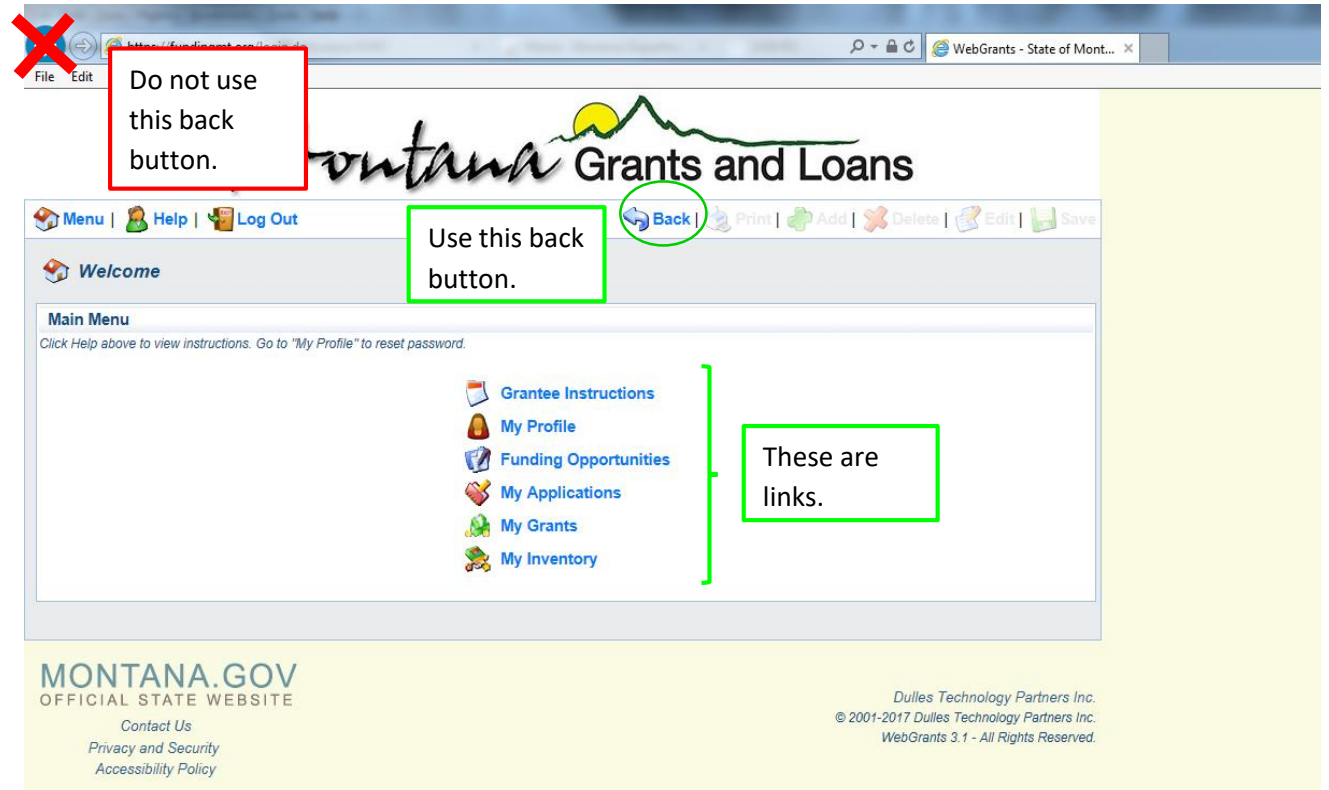
Reclamation and Development Grants Program

Contact us if you have any questions along the way:

Heidi Anderson Folnagy, (406) 444-6691,  
[handersonfolnagy@mt.gov](mailto:handersonfolnagy@mt.gov)

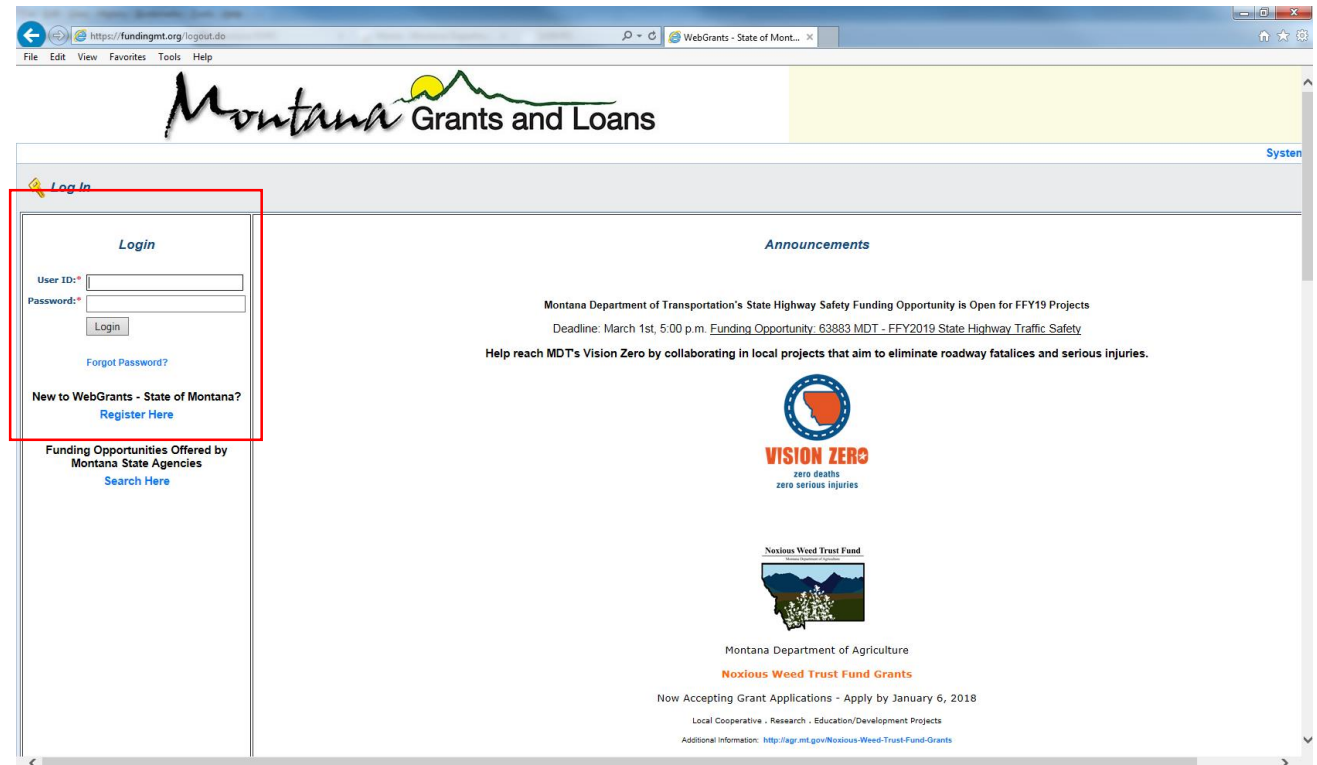
# Things to know before you begin:

- Any text highlighted with blue is a link. Click on these to move through the application process.
- Use the back button within the Webgrants system. Do not use the back button on your internet browser.



# Step 1: Login to Webgrants ([www.fundingmt.org](http://www.fundingmt.org))

- Login to WebGrants using your username and password. If you are new to Webgrants please register for an account.



The screenshot shows the Montana Grants and Loans website. The browser address bar displays <https://fundingmt.org/logout.do>. The website header features the "Montana Grants and Loans" logo. A "Log In" link is visible in the top left. The main content area is divided into two columns. The left column contains a "Login" form with fields for "User ID:" and "Password:", a "Login" button, a "Forgot Password?" link, and a "New to WebGrants - State of Montana? Register Here" link. The right column contains an "Announcements" section with text about the Montana Department of Transportation's State Highway Safety Funding Opportunity, a "VISION ZERO" logo with the tagline "zero deaths zero serious injuries", and a "Noxious Weed Trust Fund" logo with the tagline "Montana Department of Agriculture Noxious Weed Trust Fund Grants". At the bottom, there is a notice about accepting grant applications by January 6, 2018, and a link for additional information.

Montana Grants and Loans

Log In

Login

User ID:

Password:

Login

[Forgot Password?](#)

New to WebGrants - State of Montana?  
[Register Here](#)

Funding Opportunities Offered by  
Montana State Agencies  
[Search Here](#)

Announcements

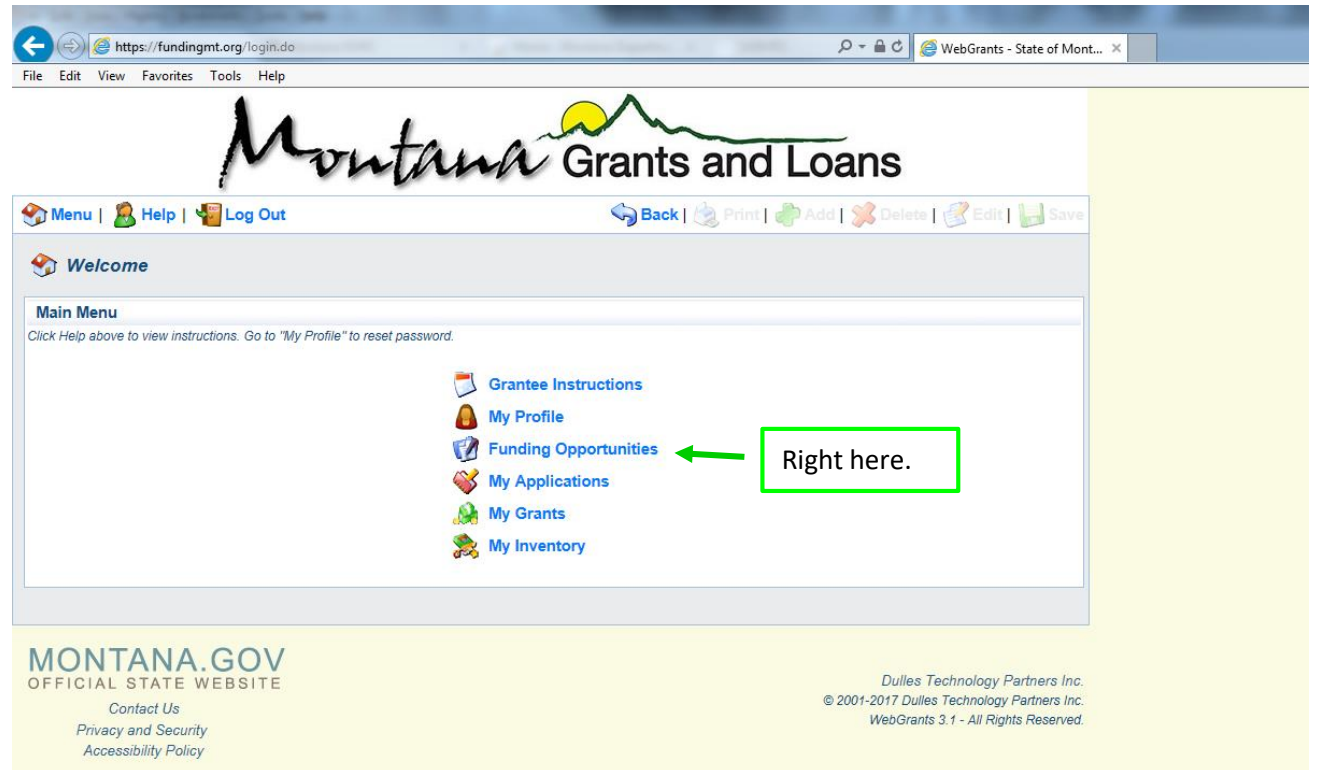
Montana Department of Transportation's State Highway Safety Funding Opportunity is Open for FFY19 Projects  
Deadline: March 1st, 5:00 p.m. Funding Opportunity: 63883 MDT - FFY2019 State Highway Traffic Safety  
Help reach MDT's Vision Zero by collaborating in local projects that aim to eliminate roadway fatalities and serious injuries.

**VISION ZERO**  
zero deaths  
zero serious injuries

Noxious Weed Trust Fund  
Montana Department of Agriculture  
**Noxious Weed Trust Fund Grants**  
Now Accepting Grant Applications - Apply by January 6, 2018  
Local Cooperative - Research - Education/Development Projects  
Additional Information: <http://agr.mt.gov/Noxious-Weed-Trust-Fund-Grants>

# Step 2: Go to Funding Opportunities

- Click on Funding Opportunities.



# Step 3: Choose the Funding Opportunity

- Click on the funding opportunity you want to apply for. This will be the **DNRC 2018 RDG Project Grant Application**.

Waiting for response fr x + -

https://fundingmt.org/getGranteeOpportunities.do

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

### Funding Opportunities

**Current Funding Opportunities**

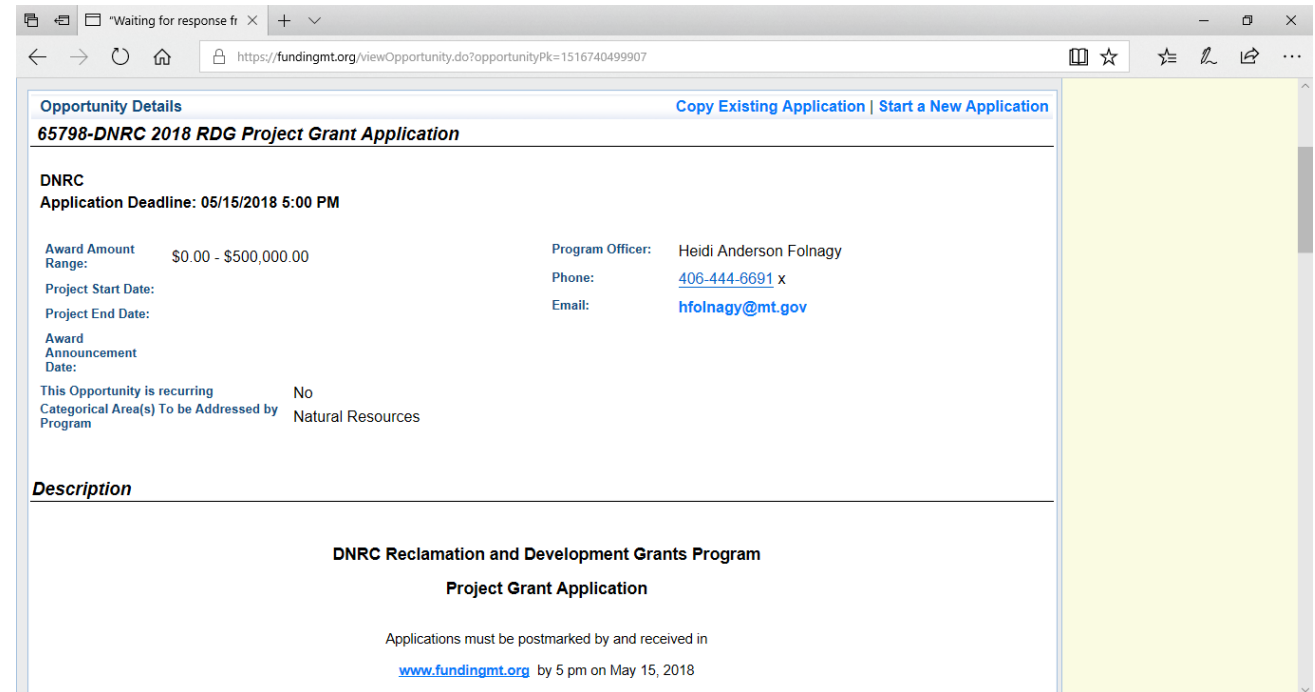
All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.  
Click on the title to open the Funding Opportunity summary.  
Click on the column headers to sort list of Opportunities.

ID	Agency	Program	Opportunity Title	Application Deadline
65261	Department of Agriculture	AGR Commodity Research and Market Development Program	2018 March - AGR Pulse Research & Market Development Program	03/01/2018
34455	Department of Agriculture	AGR Noxious Weed Trust Fund	AGR NWTF TEST 2016 LC-N TEST	09/30/2015
64407	Department of Agriculture	AGR Specialty Crop Block Grant	AGR Montana 2018 Specialty Crop Grant Funding Notice	02/15/2018
06495	Department of Agriculture	AGR Test Program Area	AGR Nelson's Test FO - TSAP	Final Application Deadline not Applicable
10300	Department of Agriculture	AGR Test Program Area	Test 4/11	Final Application Deadline not Applicable
25982	Department of Agriculture	AGR Test Program Area	Testing New AG Budget and Reimbursement Process	Final Application Deadline not Applicable
33766	Department of Agriculture	AGR Test Program Area	AGR Test Commodity	Final Application Deadline not Applicable
03686	Department of Agriculture	AGR Test Program Area	AGR John's Test FO	03/29/2015
64650	Department of Labor and Industry	DLI IWT Incumbent Worker Training	DLI Incumbent Worker Training SFY18	06/10/2018
60622	Department of Labor and Industry	DLI IWT Incumbent Worker Training	TEST - DLI Incumbent Worker Training SFY18	06/10/2018
37885	Department of Natural Resources and Conservation	DNRC	DNRC 2016 RRGL Application for Renewable Resource Projects	06/15/2016
64688	Department of Natural Resources and Conservation	DNRC	DNRC Watershed Management Grants 2018 Round 1	02/28/2018
65798	Department of Natural Resources and Conservation	DNRC	<a href="#">DNRC 2018 RDG Project Grant Application</a>	
65929	Department of Natural Resources and Conservation	DNRC	<a href="#">DNRC 2018 RRGL Project Grant Application</a>	

Right here.

# Step 3: Choose the Funding Opportunity

- Click on the funding opportunity you want to apply for. This will be the **DNRC 2018 RDG Project Grant Application**.
- This opens the opportunity details page and will give you more information about the grant.



The screenshot shows a web browser window with the URL <https://fundingmt.org/viewOpportunity.do?opportunityPk=1516740499907>. The page title is "Opportunity Details" and it includes links for "Copy Existing Application" and "Start a New Application". The main content area displays the following information:

**65798-DNRC 2018 RDG Project Grant Application**

**DNRC**  
Application Deadline: 05/15/2018 5:00 PM

Award Amount Range:	\$0.00 - \$500,000.00	Program Officer:	Heidi Anderson Folnagy
Project Start Date:		Phone:	406-444-6691 x
Project End Date:		Email:	hfolnagy@mt.gov
Award Announcement Date:			
This Opportunity is recurring	No		
Categorical Area(s) To be Addressed by Program	Natural Resources		

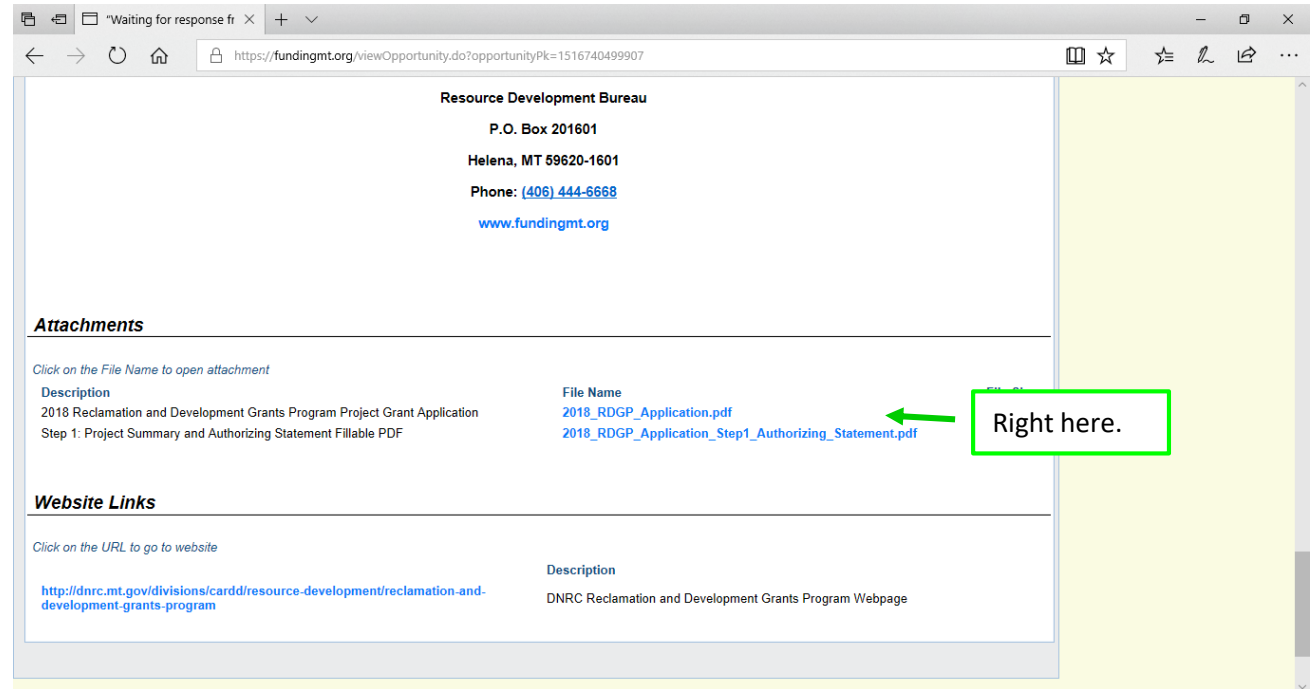
**Description**

**DNRC Reclamation and Development Grants Program**  
**Project Grant Application**

Applications must be postmarked by and received in [www.fundingmt.org](https://www.fundingmt.org) by 5 pm on May 15, 2018

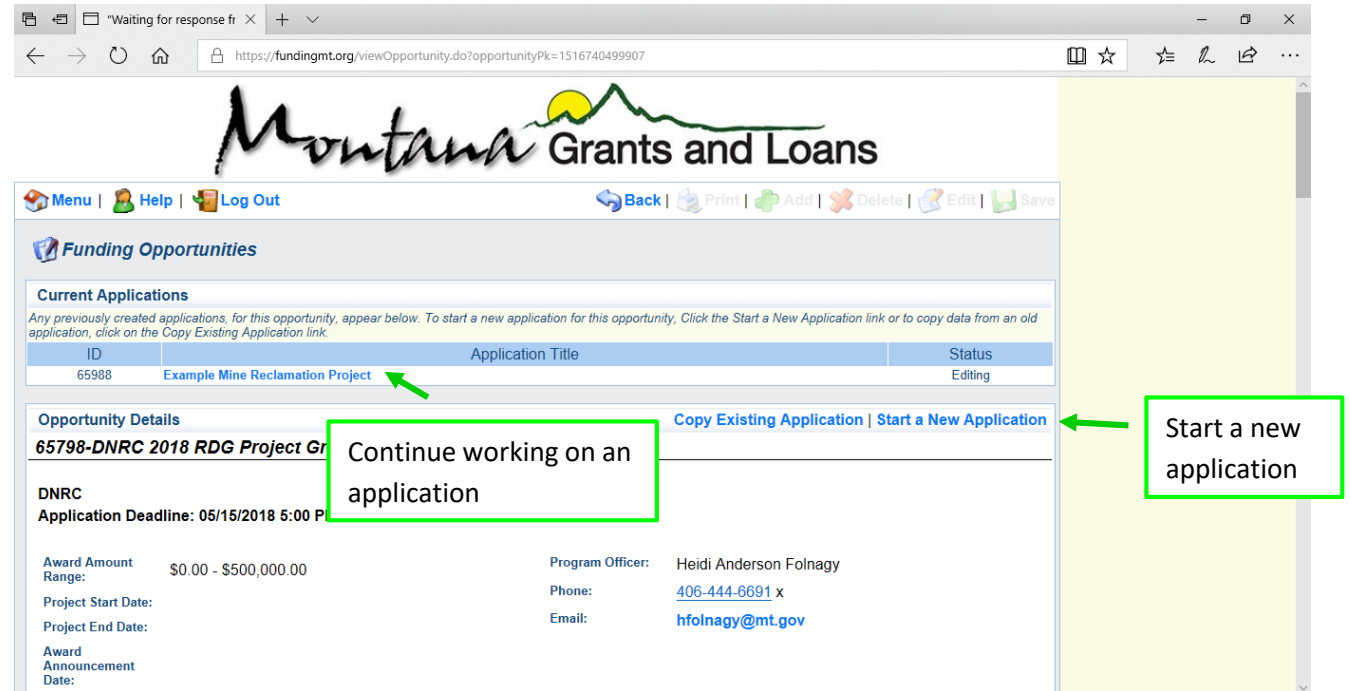
# Step 3: Choose the Funding Opportunity

- There is also a link to the complete paper application in pdf form at the bottom of this page. You can print it out and use it as a reference as you fill it out online.



# Step 4: Starting the Application

- Click on Start a New Application.
- If you are returning to work on your application, click the title of the grant you were working on under Current Applications OR...



Montana Grants and Loans

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Funding Opportunities**

**Current Applications**  
Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
65988	Example Mine Reclamation Project	Editing

**Opportunity Details**  
**65798-DNRC 2018 RDG Project Gr**

DNRC  
Application Deadline: 05/15/2018 5:00 P

Award Amount Range: \$0.00 - \$500,000.00  
Project Start Date:  
Project End Date:  
Award Announcement Date:

Program Officer: Heidi Anderson Folnagy  
Phone: 406-444-6691 x  
Email: hfolnagy@mt.gov

[Copy Existing Application](#) | [Start a New Application](#)

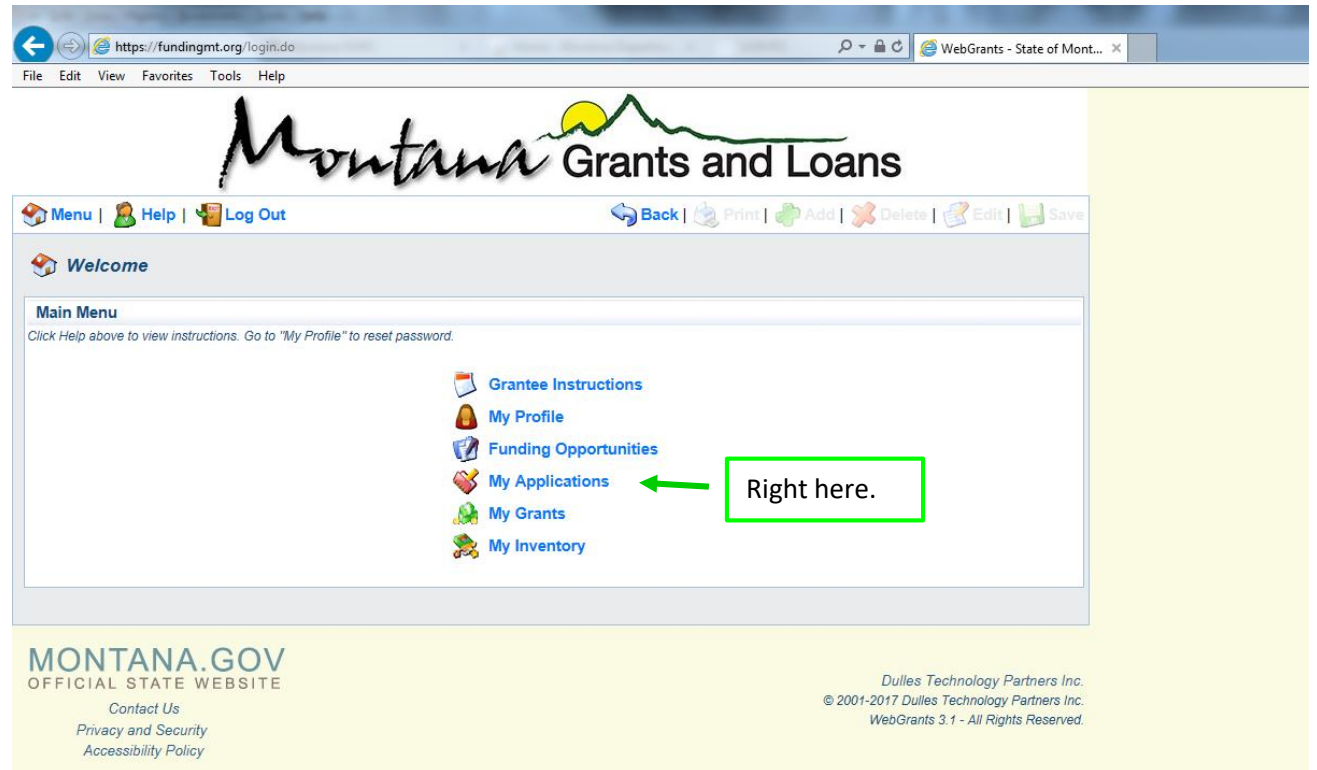
Continue working on an application

Start a new application



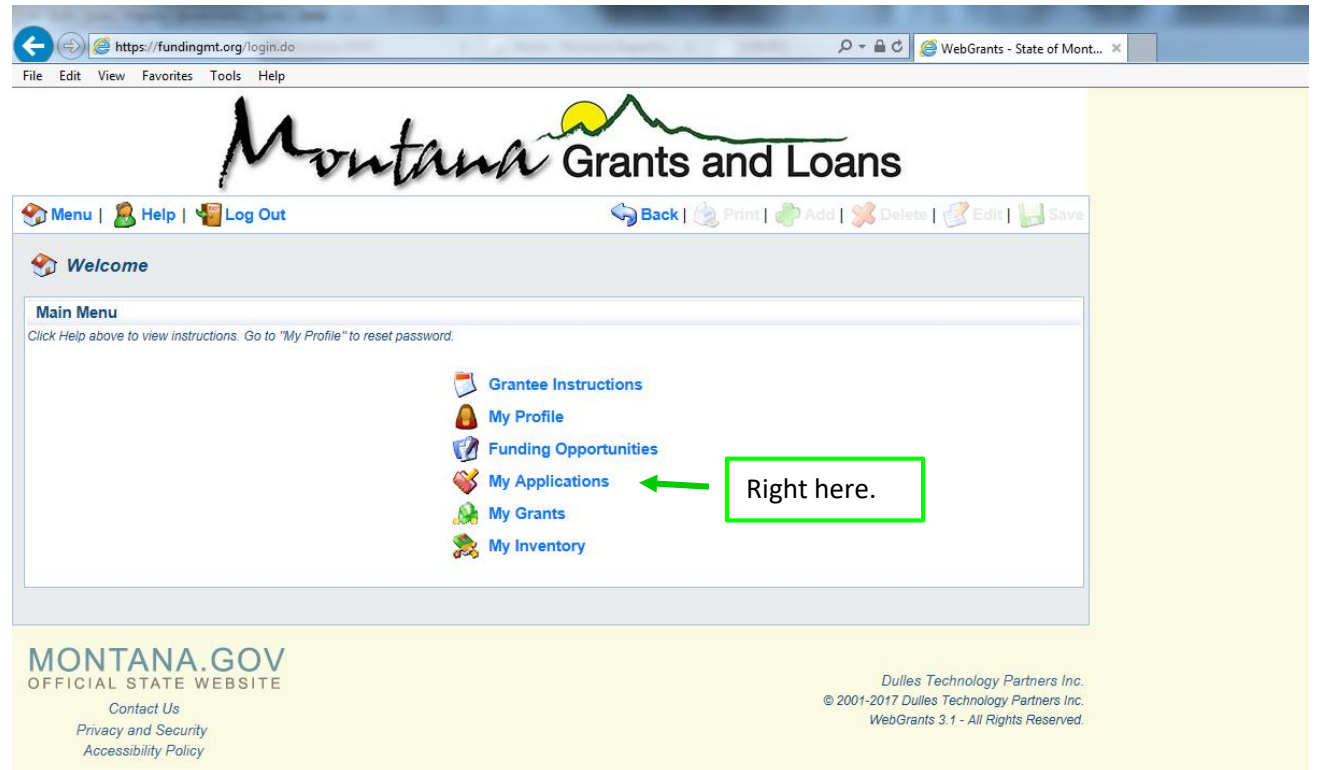
# Step 4: Starting the Application

- You can continue to work on an application by selecting “My Applications”



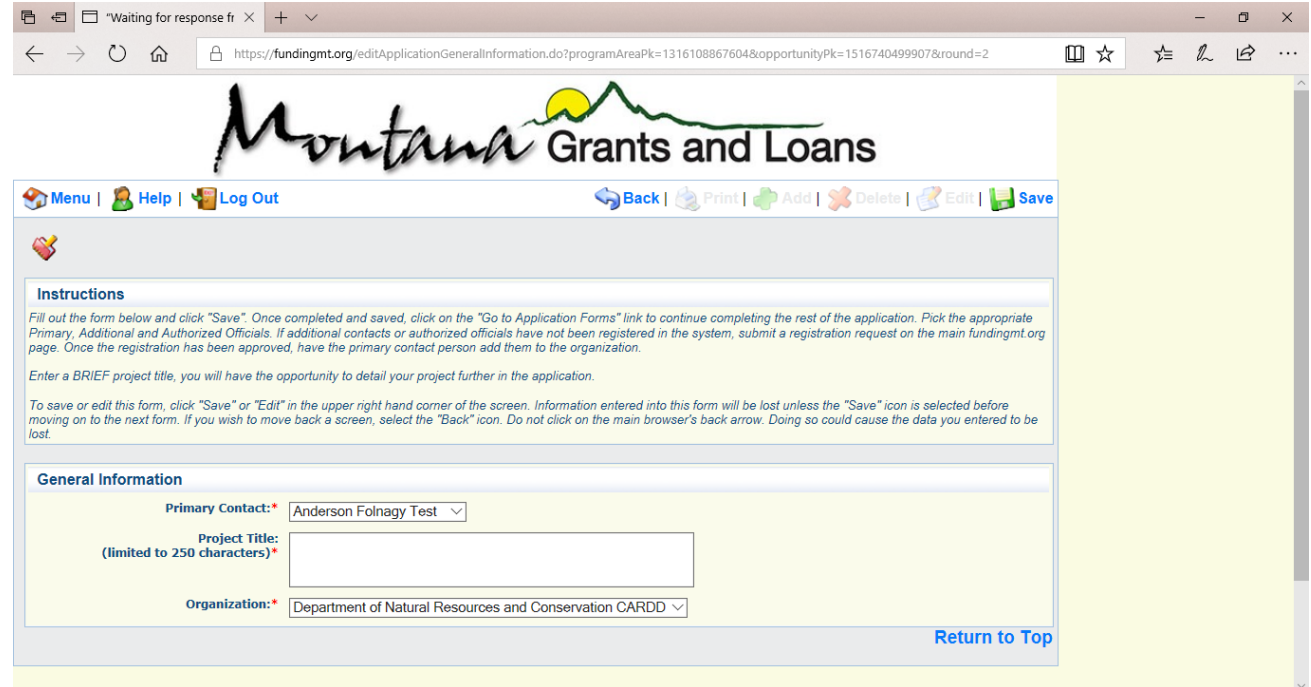
# Step 4: Starting the Application

- You can continue to work on an application by selecting “My Applications”



# Step 5: General Information

- Fill in the General Information, then click Save.
- The Primary Contact on this page should be considered the Primary Contact for the APPLICATION, and be the person completing this application online; not necessarily the Primary Contact for the PROJECT.
- The Authorized Official should be the person with the same title from the contacts page of the application. This is the person who is authorized to enter into a contract with DNRC on behalf of your organization.



The screenshot shows a web browser window with the URL <https://fundingmt.org/editApplicationGeneralInformation.do?programAreaPk=1316108867604&opportunityPk=1516740499907&round=2>. The page header features the "Montana Grants and Loans" logo. Below the header is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area is titled "Instructions" and contains the following text:

Fill out the form below and click "Save". Once completed and saved, click on the "Go to Application Forms" link to continue completing the rest of the application. Pick the appropriate Primary, Additional and Authorized Officials. If additional contacts or authorized officials have not been registered in the system, submit a registration request on the main fundingmt.org page. Once the registration has been approved, have the primary contact person add them to the organization.

Enter a BRIEF project title, you will have the opportunity to detail your project further in the application.

To save or edit this form, click "Save" or "Edit" in the upper right hand corner of the screen. Information entered into this form will be lost unless the "Save" icon is selected before moving on to the next form. If you wish to move back a screen, select the "Back" icon. Do not click on the main browser's back arrow. Doing so could cause the data you entered to be lost.

The "General Information" section contains the following fields:

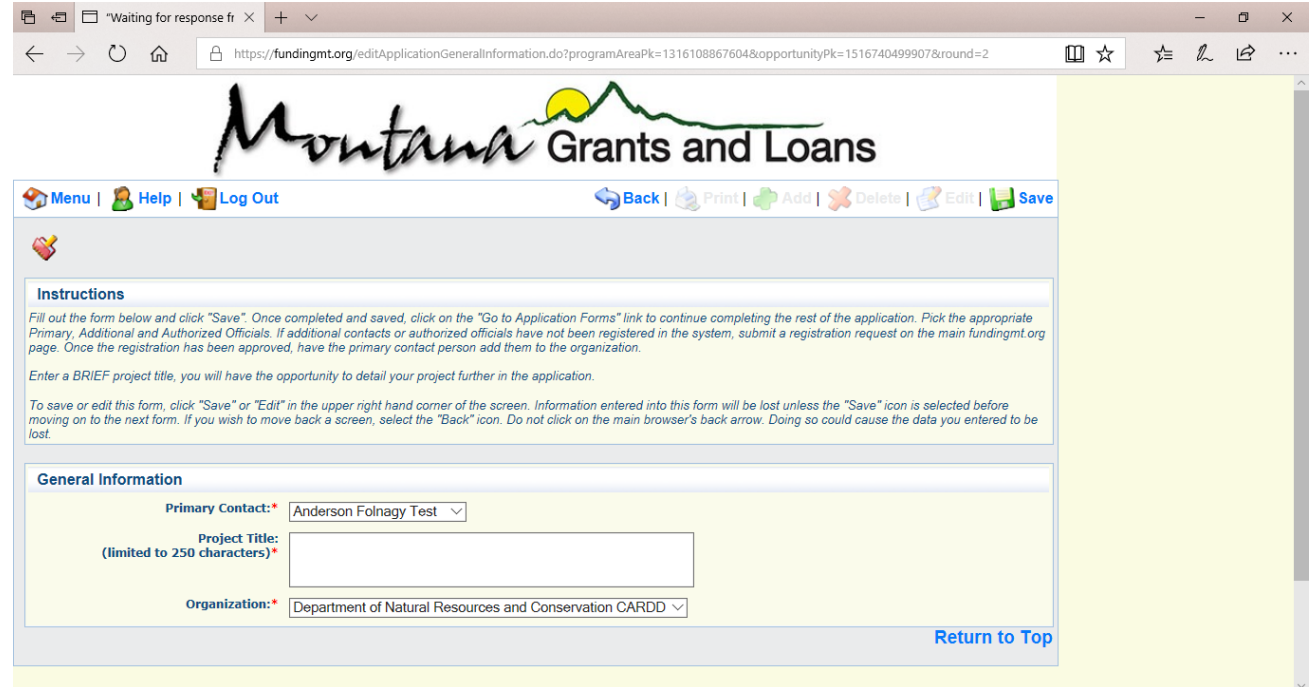
- Primary Contact: \* Anderson Folnagy Test (dropdown menu)
- Project Title: (limited to 250 characters) \* (text input field)
- Organization: \* Department of Natural Resources and Conservation CARDD (dropdown menu)

A "Return to Top" link is located at the bottom right of the form.

See the next slide for additional help.

# Step 5: General Information

- If the person you're looking for isn't in the dropdown, we need to add them to your organization. They may also need to register in the database. They won't show up unless a) they are registered in webgrants and b) they are attached to your organization. Contact DNRC and we can do the attaching part for you. They need to register themselves.
- The people you choose in the General Information page of the application are the ones who will be able to modify this application. Think about this before assigning people.



The screenshot shows a web browser window with the URL <https://fundingmt.org/editApplicationGeneralInformation.do?programAreaPk=1316108867604&opportunityPk=1516740499907&round=2>. The page features the "Montana Grants and Loans" logo at the top. Below the logo is a navigation bar with links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area is titled "Instructions" and contains the following text:

Fill out the form below and click "Save". Once completed and saved, click on the "Go to Application Forms" link to continue completing the rest of the application. Pick the appropriate Primary, Additional and Authorized Officials. If additional contacts or authorized officials have not been registered in the system, submit a registration request on the main fundingmt.org page. Once the registration has been approved, have the primary contact person add them to the organization.

Enter a BRIEF project title, you will have the opportunity to detail your project further in the application.

To save or edit this form, click "Save" or "Edit" in the upper right hand corner of the screen. Information entered into this form will be lost unless the "Save" icon is selected before moving on to the next form. If you wish to move back a screen, select the "Back" icon. Do not click on the main browser's back arrow. Doing so could cause the data you entered to be lost.

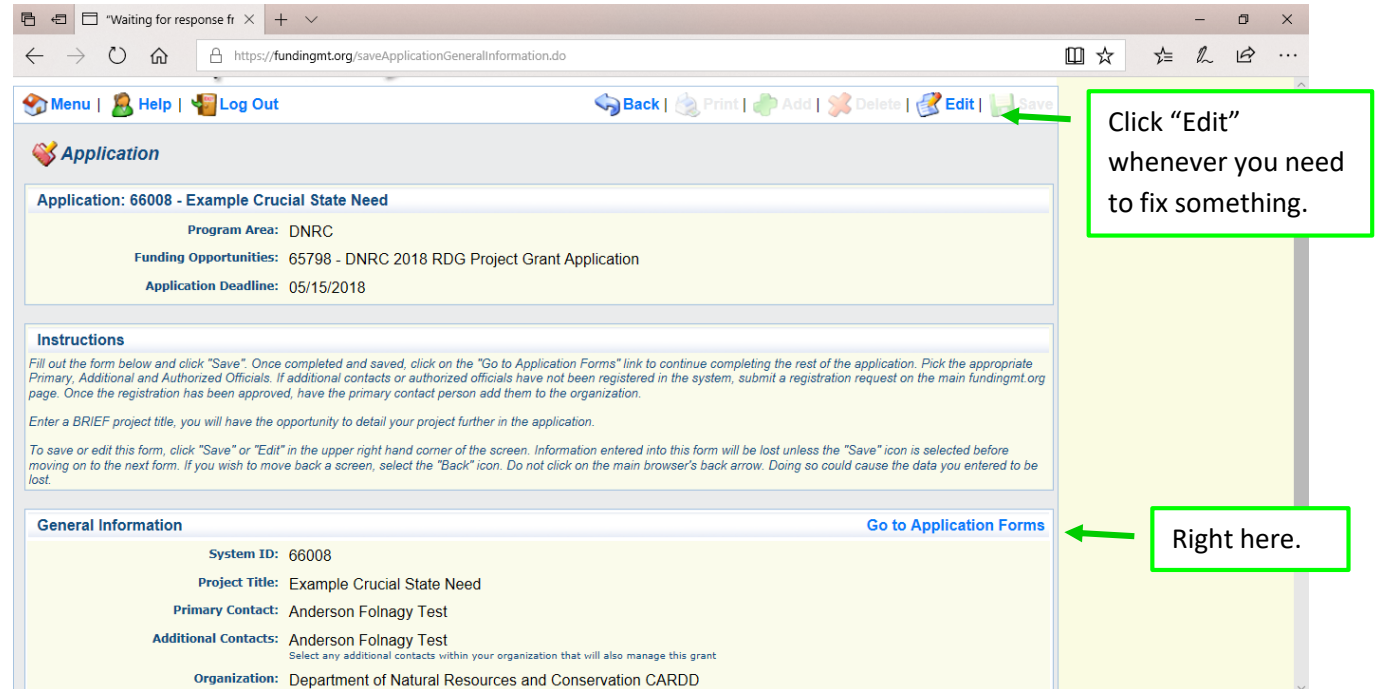
The "General Information" section contains the following fields:

- Primary Contact: \* Anderson Folnagy Test (dropdown menu)
- Project Title: (limited to 250 characters) \* (text input field)
- Organization: \* Department of Natural Resources and Conservation CARDD (dropdown menu)

A "Return to Top" link is located at the bottom right of the form.

# Step 5: General Information

- Once you save, you'll see this page. Make sure everything is correct.
- If something is wrong, click Edit and fix it. Save again, then click Go to Application Forms.



The screenshot shows a web browser window with the URL <https://fundingmt.org/saveApplicationGeneralInformation.do>. The page has a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area is titled "Application" and displays the following information:

- Application: 66008 - Example Crucial State Need
- Program Area: DNRC
- Funding Opportunities: 65798 - DNRC 2018 RDG Project Grant Application
- Application Deadline: 05/15/2018

Below this is an "Instructions" section with the following text:

Fill out the form below and click "Save". Once completed and saved, click on the "Go to Application Forms" link to continue completing the rest of the application. Pick the appropriate Primary, Additional and Authorized Officials. If additional contacts or authorized officials have not been registered in the system, submit a registration request on the main fundingmt.org page. Once the registration has been approved, have the primary contact person add them to the organization.

Enter a BRIEF project title, you will have the opportunity to detail your project further in the application.

To save or edit this form, click "Save" or "Edit" in the upper right hand corner of the screen. Information entered into this form will be lost unless the "Save" icon is selected before moving on to the next form. If you wish to move back a screen, select the "Back" icon. Do not click on the main browser's back arrow. Doing so could cause the data you entered to be lost.

The "General Information" section is at the bottom, with a "Go to Application Forms" link on the right. It contains the following details:

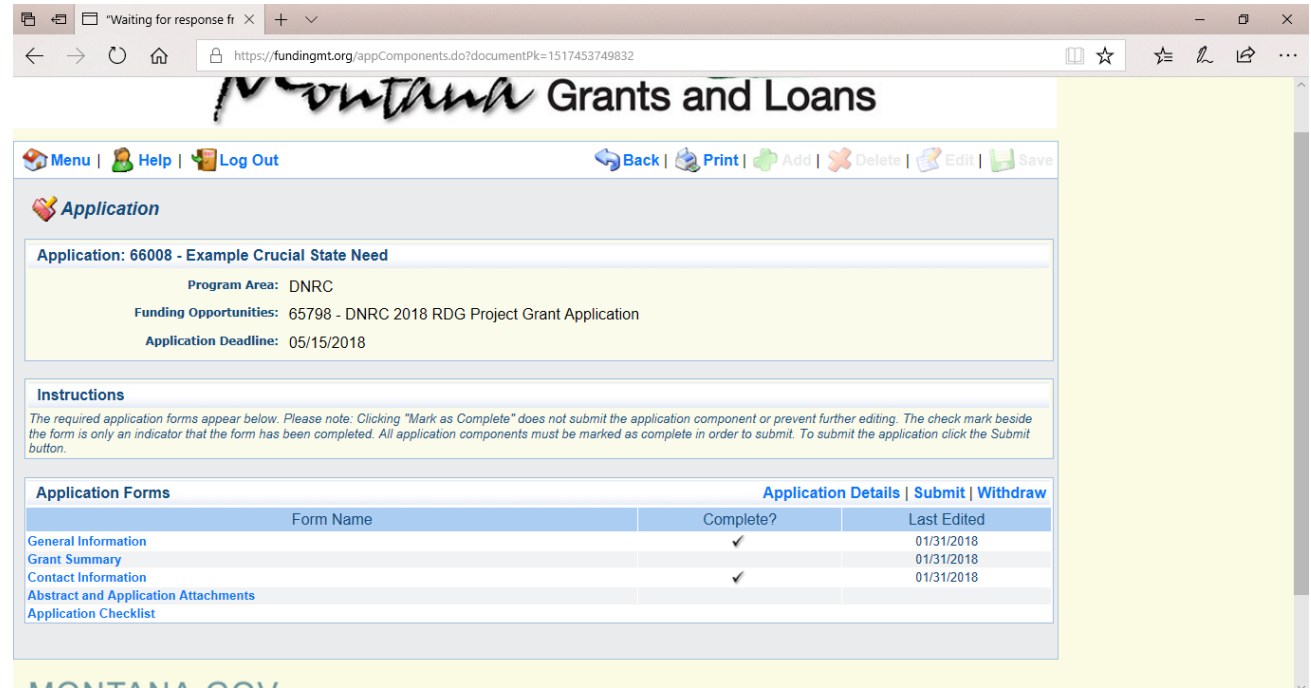
- System ID: 66008
- Project Title: Example Crucial State Need
- Primary Contact: Anderson Fohnagy Test
- Additional Contacts: Anderson Fohnagy Test  
Select any additional contacts within your organization that will also manage this grant
- Organization: Department of Natural Resources and Conservation CARDD

Two green callout boxes with arrows provide instructions:

- A box pointing to the "Edit" button in the navigation bar says: "Click 'Edit' whenever you need to fix something."
- A box pointing to the "Go to Application Forms" link says: "Right here."

# Step 6: Fill out the Application Forms

- This is the application. The Application Forms are all the sections of the application. You'll need to go into each one individually, enter the required information (\*), Save, then Mark As Complete. You'll see that you've already completed General Information. Just click on the next form, Application Summary.



Montana Grants and Loans

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Application**

Application: 66008 - Example Crucial State Need

Program Area: DNRC

Funding Opportunities: 65798 - DNRC 2018 RDG Project Grant Application

Application Deadline: 05/15/2018

**Instructions**

The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

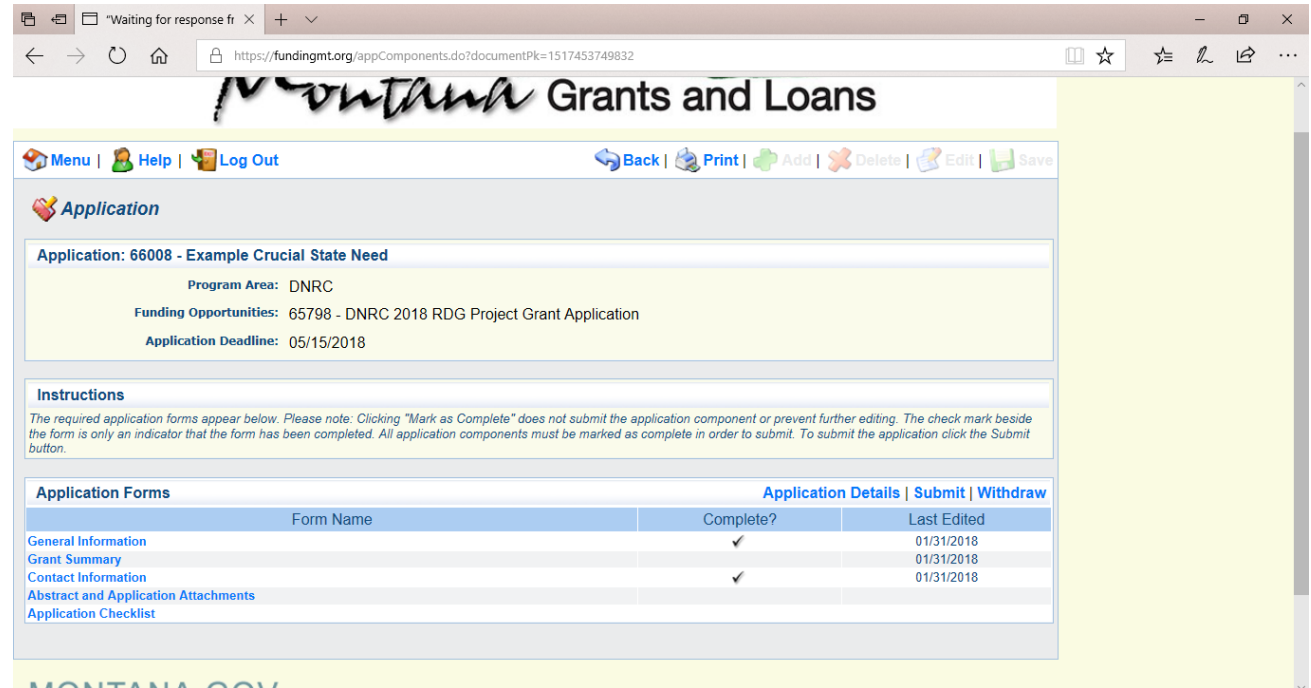
**Application Forms**

Form Name	Complete?	Last Edited
General Information	✓	01/31/2018
Grant Summary		01/31/2018
Contact Information	✓	01/31/2018
Abstract and Application Attachments		
Application Checklist		

Application Details | Submit | Withdraw

# Step 6: Fill out the Application Forms

- This is the application. The Application Forms are all the sections of the application. You'll need to go into each one individually, enter the required information (\*), Save, then Mark As Complete. You'll see that you've already completed General Information. Just click on the next form.



The screenshot shows a web browser window with the URL <https://fundingmt.org/appComponents.do?documentPk=1517453749832>. The page title is "Montana Grants and Loans". The navigation bar includes links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area is titled "Application" and displays the following information:

- Application: 66008 - Example Crucial State Need
- Program Area: DNRC
- Funding Opportunities: 65798 - DNRC 2018 RDG Project Grant Application
- Application Deadline: 05/15/2018

Below this information is an "Instructions" section with a note: "The required application forms appear below. Please note: Clicking 'Mark as Complete' does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button."

The "Application Forms" section contains a table with the following data:

Form Name	Complete?	Last Edited
General Information	✓	01/31/2018
Grant Summary		01/31/2018
Contact Information	✓	01/31/2018
Abstract and Application Attachments		
Application Checklist		

At the bottom of the table, there are links for "Application Details", "Submit", and "Withdraw".

# Step 7: Project Summary

- Enter the information requested. Required information is marked with an asterisk(\*). There are brief instructions under the fields to help you determine what you can/should enter.
- You can click on the House and Senate District links to help see which district you're in. After you save, you'll be able to attach a pdf or other form of a map of the project.
- Once complete click save again. Then click Mark as Complete. This will take you back to Application Forms

The screenshot shows a web browser window with the title "WebGrants - State of M". The address bar displays a URL from fundingmt.org. The page has a navigation bar with "Menu", "Help", and "Log Out" links, and action buttons for "Back", "Print", "Add", "Delete", "Edit", and "Save". The main content area is titled "Application" and shows details for "Application: 66008 - Example Crucial State Need". It lists "Program Area: DNRC", "Funding Opportunities: 65798 - DNRC 2018 RDG Project Grant Application", and "Application Deadline: 05/15/2018". Below this is an "Instructions" section with text about required information and saving. The "Project Information" section includes fields for "Applicant\*", "Project Title\*", "Brief Project Description\*", "Requested Grant Amount\*" (set to "\$0.00"), and "County\*" (with a note to select the county(s)). At the top right of the Project Information section are links for "Mark as Complete" and "Go to Application Forms".



# Step 8: Contact Information

- Enter the required information. There are brief instructions under the fields helping with what you can/should enter.

The screenshot shows a web browser window with the URL [https://fundingmt.org/editComponent.do?property\(documentPk\)=1517453749832&property\(componentDefPk\)=1517004250100](https://fundingmt.org/editComponent.do?property(documentPk)=1517453749832&property(componentDefPk)=1517004250100). The page displays a form titled "Contact Information" with the following sections:

- Instructions:** To save or edit this form, click "Save" or "Edit" in the upper right hand corner of the screen. Information entered into this form will be lost unless the "Save" icon is selected before moving on to the next form. If you wish to move back a screen, select the "Back" icon. Do not click on the main browser's back arrow. Doing so could cause the data you entered to be lost.
- Applicant:** \*   
This is the name of the government entity applying for funding. For example: Custer County
- Authorized Representative:**
  - Name:** \*   
The person authorized to enter into an agreement with the DNRC for the proposed project.
  - Title:**
  - Mailing Address:** \*
  - Phone:** \*
  - Email Address:** \*
- Primary Contact:**
  - Primary Contact Name:** \*   
The person that will be responsible for managing the agreement with DNRC for the proposed project.
  - Primary Contact Title:**
  - Primary Contact Mailing Address:** \*
  - Primary Contact Phone:** \*
  - Primary Contact Email Address:** \*

# Step 8: Contact Information

- After you have entered the information click Save.
- Once you click Save you will see other buttons. Click Mark as Complete. This will take you back to Application Forms.

The image displays two screenshots of the Montana Grants and Loans application system. The top screenshot shows the 'Save' button highlighted with a green box and an arrow. The bottom screenshot shows the 'Mark as Complete' button highlighted with a green box and an arrow.

**Top Screenshot:** The browser address bar shows [https://fundingmt.org/editComponent.do?property\(documentPk\)=1517453749832&property\(componentDefPk\)=1517004250100&property\(componentDefPk\)=1517004250100](https://fundingmt.org/editComponent.do?property(documentPk)=1517453749832&property(componentDefPk)=1517004250100&property(componentDefPk)=1517004250100). The page title is "Montana Grants and Loans". The navigation bar includes "Menu", "Help", "Log Out", "Back", "Print", "Add", "Delete", "Edit", and "Save". The "Save" button is highlighted with a green box and an arrow.

**Bottom Screenshot:** The browser address bar shows <https://fundingmt.org/saveComponent.do>. The page title is "Montana Grants and Loans". The navigation bar includes "Menu", "Help", "Log Out", "Back", "Print", "Add", "Delete", "Edit", and "Save". The "Save" button is highlighted with a green box and an arrow. The page content shows the application details for "Application: 66008 - Example Crucial State Need" and "Program Area: DNRC". The "Funding Opportunities" field is "65798 - DNRC 2018 RDG Project Grant Application" and the "Application Deadline" is "05/15/2018". The "Contact Information" section includes the "Applicant" (DNRC) and the "Authorized Representative" (Heidi Anderson Folnagy). The "Mark as Complete" button is highlighted with a green box and an arrow.

# Step 9: Abstract and Application Attachments

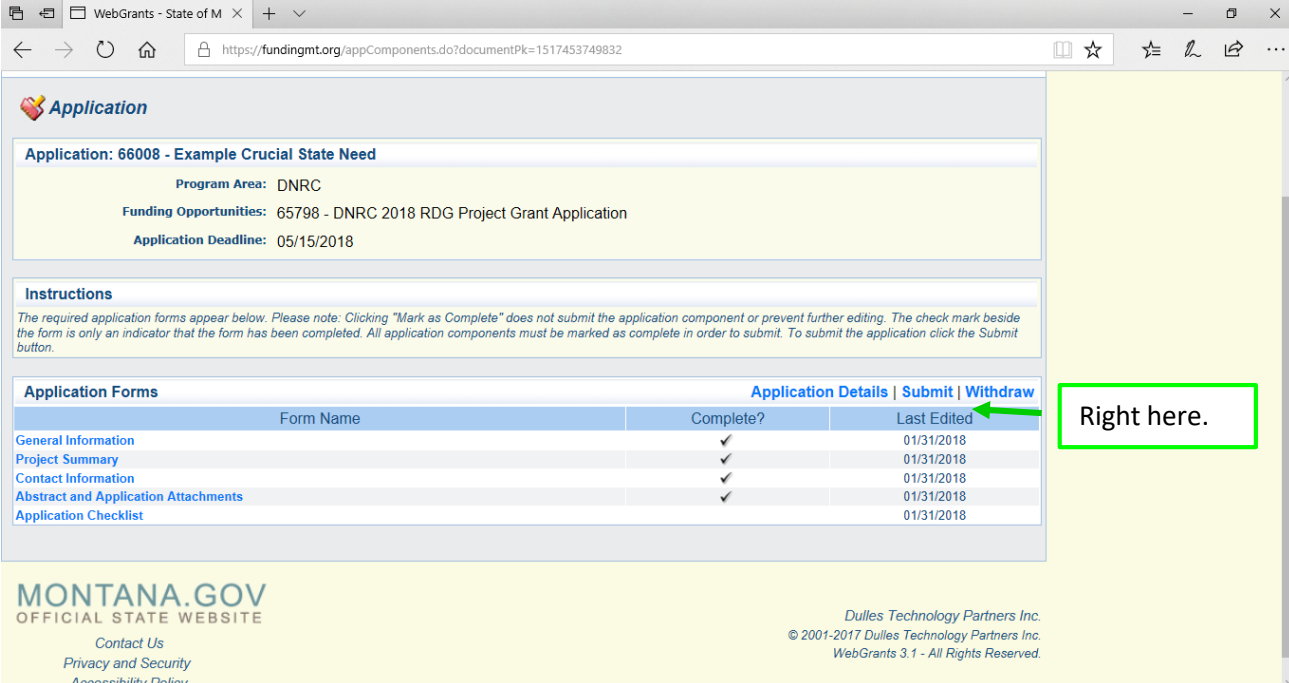
- Enter the project abstract text or attach a word document.
- Click Save.
- Then attach all required documents and supporting documents.
- Remember to click save.
- Once complete select Mark as Complete.

The screenshot shows a web browser window with the address bar displaying <https://fundingmt.org/saveComponent.do>. The page title is "WebGrants - State of M". The main content area is divided into three sections:

- Project Abstract**: This section includes a "Mark as Complete" link and a "Go to Application Forms" link. Below these links is a "Proposal Abstract DNRC" section with a text area for the abstract. A note states: "Submit a short narrative abstract that describes the project, its merits and purpose. An abstract is a 1-2 paragraph summary of the project that includes the following information: applicant name and name of project; project goals and objectives; brief discussion of the problem or need that the project addresses; natural resource benefits of the project; and description of the project area or site. The abstract will be incorporated into the RDG program's report to the Montana Legislature and should provide accurate information that best describes the project's natural resource benefits and other merits. Legislative assessment of the benefits of each project will be based primarily on ranking recommendations and this abstract. Your abstract should contain no more than 300 words." Below the text area is an "Abstract" label.
- Required Attachments**: This section includes a "Steps 1-11 of the Application" link and a "Signed Authorizing Statement" link. A note states: "Please see the paper application for a description of each of the steps." Below the links are two "Attachment" labels.
- Supporting Documents**: This section includes a note: "Please attach all supporting documents here, including technical documents, letters of support, and other materials you want considered with your application." Below the note are five "Attachment" labels.

# Step 9: Abstract and Application Attachments

- Once you have marked the previous sections complete you will see a submit button appear.
- Please notice that there is an application checklist you may complete before submitting.



The screenshot shows a web browser window with the URL <https://fundingmt.org/appComponents.do?documentPk=1517453749832>. The page is titled "Application" and displays the following information:

**Application: 66008 - Example Crucial State Need**  
**Program Area:** DNRC  
**Funding Opportunities:** 65798 - DNRC 2018 RDG Project Grant Application  
**Application Deadline:** 05/15/2018

**Instructions**  
The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

**Application Forms**

Form Name	Complete?	Last Edited
General Information	✓	01/31/2018
Project Summary	✓	01/31/2018
Contact Information	✓	01/31/2018
Abstract and Application Attachments	✓	01/31/2018
Application Checklist		01/31/2018

At the top right of the table, there are links: [Application Details](#) | [Submit](#) | [Withdraw](#). A green arrow points to the "Submit" link, and a green box with the text "Right here." is placed next to it.

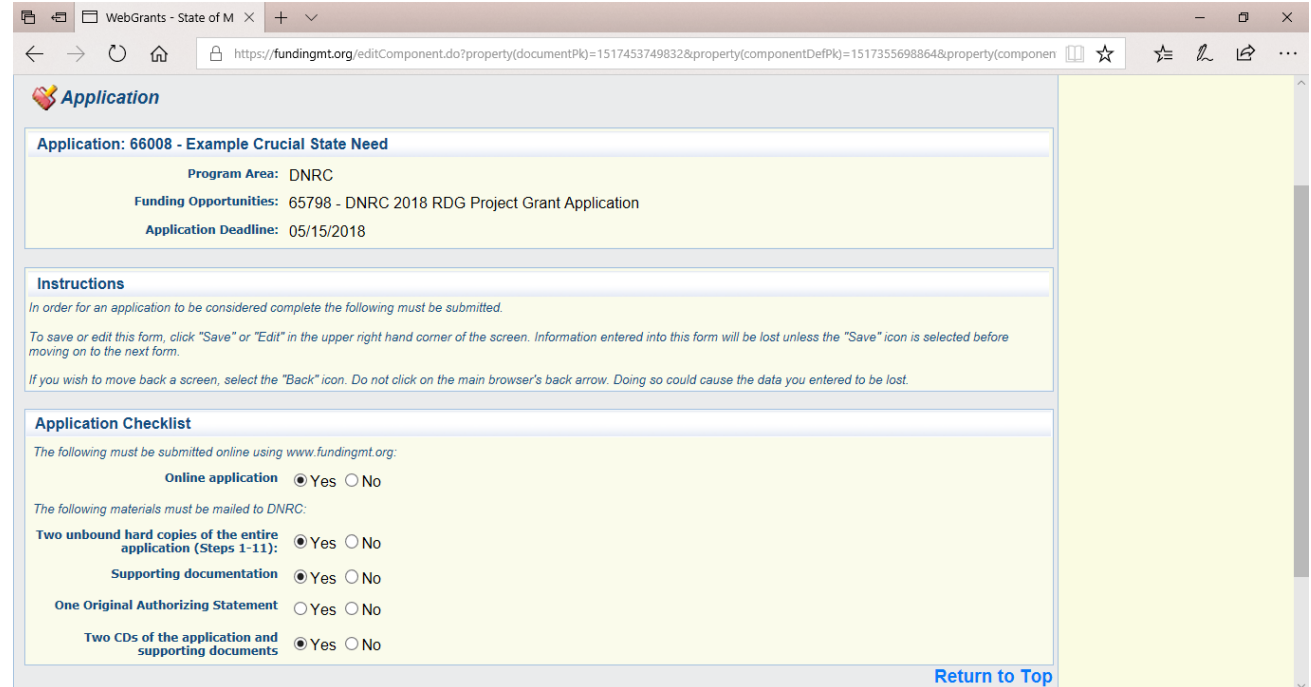
**MONTANA.GOV**  
OFFICIAL STATE WEBSITE

Contact Us  
Privacy and Security  
Accessibility Policy

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WebGrants 3.1 - All Rights Reserved.

# Step 10: Application Checklist

- The Application Checklist is meant to help you meet all requirements for the submittal process. Please complete all items listed.



The screenshot shows a web browser window with the title "WebGrants - State of M". The address bar displays a URL from fundingmt.org. The page content is titled "Application" and includes the following sections:

- Application: 66008 - Example Crucial State Need**
  - Program Area: DNRC
  - Funding Opportunities: 65798 - DNRC 2018 RDG Project Grant Application
  - Application Deadline: 05/15/2018
- Instructions**

In order for an application to be considered complete the following must be submitted.

To save or edit this form, click "Save" or "Edit" in the upper right hand corner of the screen. Information entered into this form will be lost unless the "Save" icon is selected before moving on to the next form.

If you wish to move back a screen, select the "Back" icon. Do not click on the main browser's back arrow. Doing so could cause the data you entered to be lost.
- Application Checklist**

The following must be submitted online using [www.fundingmt.org](http://www.fundingmt.org):

  - Online application ☒ Yes ☐ No

The following materials must be mailed to DNRC:

  - Two unbound hard copies of the entire application (Steps 1-11): ☒ Yes ☐ No
  - Supporting documentation ☒ Yes ☐ No
  - One Original Authorizing Statement ☐ Yes ☐ No
  - Two CDs of the application and supporting documents ☒ Yes ☐ No

[Return to Top](#)

# Step 11: Double Check

- Once you've filled out all the required information and marked every Application Form as complete, you can preview your application by clicking on Application Details.

The screenshot shows a web browser window with the URL <https://fundingmt.org/appComponents.do?documentPk=1517453749832>. The page title is "Application". The main content area displays the following information:

- Application:** 66008 - Example Crucial State Need
- Program Area:** DNRC
- Funding Opportunities:** 65798 - DNRC 2018 RDG Project Grant Application
- Application Deadline:** 05/15/2018

Below this information is an "Instructions" section with a note: "The required application forms appear below. Please note: Clicking 'Mark as Complete' does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button."

The "Application Forms" section contains a table with the following data:

Form Name	Complete?	Last Edited
General Information	✓	01/31/2018
Project Summary	✓	01/31/2018
Contact Information	✓	01/31/2018
Abstract and Application Attachments	✓	01/31/2018
Application Checklist	✓	01/31/2018

At the top right of the table, there are links: "Application Details | Submit | Withdraw". A green arrow points to the "Application Details" link. To the right of the table, a green box contains the text "Right here."

The footer of the page includes the "MONTANA.GOV OFFICIAL STATE WEBSITE" logo, links for "Contact Us", "Privacy and Security", and "Accessibility Policy", and copyright information: "© 2001-2017 Dulles Technology Partners Inc. WebGrants 3.1 - All Rights Reserved."

# Step 11: Double Check

- From here you can print a copy to pdf.
- Make sure all the information looks right.
- Click Go to Application Forms to return to the main application.

WebGrants - State of M x + -

https://fundingmt.org/getApplicationPreview.do?documentPk=1517453749832&history=include

Montana Grants and Loans

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

**Application**

Application Details [Print to PDF](#) [Go to Application Forms](#)

**65798 - DNRC 2018 RDG Project Grant Application - Final Application**

66008 - Example Crucial State Need  
DNRC

Status: Editing Submitted Date: Submitted By:

**Applicant Information**

Primary Contact:

Name: Dr. Anderson Foinagy  
Salutation First Name Middle Name Last Name

Title:

Email: hfofnagy@mt.gov

# Step 12: Submit

- If everything looks good to you, Submit the application by clicking the Submit link.
- It's not a bad idea to write down this reference number.
- Once you submit your application, it will be locked from editing. If you need to change something, or we find an error, we can open it back up for you to edit. Contact us if you think something is wrong, or if you have any questions along the way.

WebGrants - State of M x + v

https://fundingmt.org/appComponents.do?documentPk=1517453749832

**Application**

Application: 66008 - Example Crucial State Need

Program Area: DNRC

Funding Opportunities: 65798 - DNRC 2018 RDG Project Grant Application

Application Deadline: 05/15/2018

**Instructions**

The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

**Application Forms**

Form Name	Complete?	Last Edited
General Information	✓	01/31/2018
Project Summary	✓	01/31/2018
Contact Information	✓	01/31/2018
Abstract and Application Attachments	✓	01/31/2018
Application Checklist	✓	01/31/2018

Application Details | **Submit** | Withdraw

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Right here.